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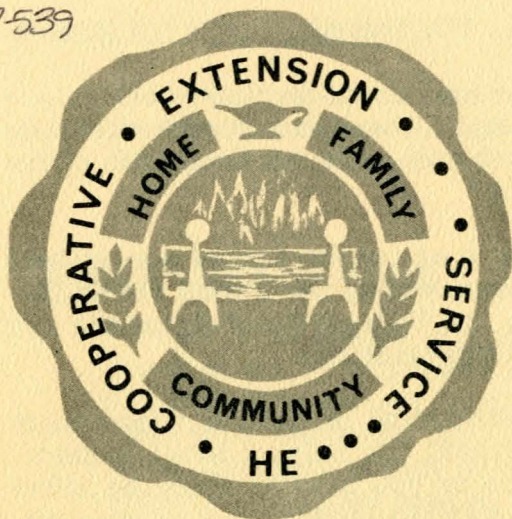
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**WHEN YOU
ARE
A**

HOME EXTENSION CLUB SUBJECT MATTER LEADER

Extension Service

University of Nebraska College of Agriculture and Home Economics
and U. S. Department of Agriculture Cooperating

E. F. Frolik, Dean

J. L. Adams, Director

FOREWORD

Are your Home Economics Extension club meetings educational and interesting? Does your program include practical information which will make the family life of the members more satisfying?

You are participating in an out-of-school educational program conducted cooperatively by the United States Department of Agriculture, the University of Nebraska and your County Extension Organization.

This far-reaching educational program in your county would be impossible without the help of local leaders. Your club members depend on you to bring them the information you have received at the leader training meeting.

This circular is presented so that you may better understand your duties as a subject matter leader.

WHO IS A LEADER?

A leader helps other people develop. A leader motivates people to learn when they are under no obligation to do so.

A leader uses her ability to get people to plan toward goals they think desirable and to cooperate in program to accomplish those goals.

The subject matter leader represents the Extension Service. You are an Extension teacher. You are interested in learning the subject matter to be taught and in teaching others. You probably volunteered to serve because of your interest and experience.

You have a community responsibility for the success of your local club's programs. You will grow and learn as you serve your club.

WHAT ARE YOUR DUTIES?

Attend the training meeting

- Listen closely, ask questions, take notes.
- Be sure you understand how to use the leader's guide and bulletin prepared for this lesson.

Prepare for the club lesson

- Review your leader's guide and bulletin within a week after the training meeting.
- Consult your partner if you are working as a team. Plan what each will do.
- Know the main points in the lesson.
- Do some additional reading pertaining to the subject.
- Organize your information step by step.
- Outline your presentation to keep within the time allowed for the program.
- Use words and illustrations your group will understand.
- Prepare illustrative materials, posters, or charts.
- Collect needed equipment and supplies. Equipment should be clean and in working order.
- Practice until you are at ease with visuals, equipment, methods and information.

Present the lesson to your group

- Check with the hostess about room arrangements before members arrive.
- Arrange program materials before the program begins.
- Have equipment and supplies in the order that they will be used.
- Be sure that everyone can see and hear.
- Present the information in an interesting, pleasant, and informative way.
- Stress the main points.
- Stay within the time limit.
- Be prepared to answer questions.
- Summarize the lesson.

HOW DO YOU RATE YOUR TEACHING ?

- At a later meeting ask your group to report how they used the information.
- Look for results of your teaching among non-club members. Report results to your county Extension Agents.

HOW DO YOU RATE AS A SUBJECT MATTER LEADER?

Now, rate yourself as a leader.

	Yes	No
Did you feel confident in presenting the subject matter to your club?	_____	_____

Do you feel the club members understood the subject matter you presented?	_____	_____
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How well do you feel you performed as a leader? (Check one)	Well Satisfied _____
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Satisfied _____

Dissatisfied _____

How would you rate this lesson? (Check one)	Very successful _____
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Successful _____

Unsuccessful _____